

OIT 12059/85

Office of Legislative Liaison

Routing Slip

TO:	ACTION	INFO
1. D/OLL		X
2. DD/OLL		X
3. Admin Officer		X
4. Liaison		
5. Legislation		
		X
		X
6.		
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10.		

SUSPENSE

Date

Action Officer:

Remarks:

Name/Date

23 Sept 85

25X1

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C-O-N-F-I-D-E-N-T-I-A-L

20 Sept 85

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Data Security Improvement Program

FROM:

William F. Donnelly
 Director of Information Technology
 2D00 Headquarters

EXTENSION

NO.

OIT 12059-85

DATE

20 Sept 85

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OLL
 7B24 Hqs

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OIT 12059-85

20 SEP 1985

MEMORANDUM FOR: See Distribution

FROM: William F. Donnelly [redacted]
Director of Information Technology

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SUBJECT: Data Security Improvement Program [redacted]

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1. In a continuing effort to enhance the security of this Agency's information processing systems, the Office of Information Technology (OIT) has begun a Data Security Improvement Program. This initiative will concentrate on improving the data security protection for two major Agency computer systems - MVS and VM. Representatives from OIT's Computer Security Group (CSG) and Systems Administration Branch will assist each component in implementing controls for improving the security of sensitive data. [redacted]

25X1

2. Pursuant to ADP Control Officer Bulletin 83-002, dated 5 July 1983, each office's ADP Control Officer will serve as a focal point for this project. This individual will be responsible for identifying the component's most sensitive data and will provide this information to CSG. OIT personnel, in coordination with the component representative, will insure that the maximum software security protection for this data is implemented. [redacted]

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3. The success of this Data Security Improvement Program and the benefits received will depend on the direct involvement of each component. I am seeking the support of each Office Director to insure that this important security initiative is a success. Attached to this memorandum are further details concerning this program. The point of contact in OIT is [redacted] CSG, 2D0109 Headquarters, who may be contacted on secure [redacted]

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Attachment

[redacted]
William F. Donnelly [redacted]

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Data Security Improvement Program

The Data Security Improvement Program will implement minimum acceptable security controls necessary for the protection of Agency classified and sensitive data.

The ADP Control Officer Bulletin 83-002, dated 5 July 1983, describes the duties and responsibilities of ADP Control Officers and their relationship to the Office of Information Technology. The ADP Control Officer will be the component's referent for the Data Security Improvement Program. This individual will be responsible for working with the SAB/CSG team to determine the component's sensitive data, who should have access and under what conditions individuals can access the data. The SAB/CSG team will also discuss related data security responsibilities with the component's ADP Control Officer.

The SAB/CSG team will work with the component's ADP Control Officer to establish the necessary minimal controls to protect the component's MVS data sets as well as sensitive VM minidisks. Regarding your component's MVS data sets, the minimal control will be a default rule, authorizing only component users to access the component's data. Accordingly, any additional accesses will be discussed and/or implemented at the time of the SAB/CSG team and ADP Control Officer meeting. In respect to the establishment of sensitive VM minidisks, it is requested that the component ADP Control Officer make a determination, through discussions with the minidisk owner, as to the sensitivity of the data on the minidisk. In order to assist the ADP Control Officer in determining what types of data should be included in the component's sensitive minidisks, CSG offers the following criteria: minidisks that are shared within the component and especially those that are shared among multiple components; minidisks that contain classified and sensitive information; asset information; national program data; restricted codeword data; and employee identification. This list is by no means all inclusive. Upon the establishment of a list of the component's sensitive minidisks, the SAB/CSG team will implement a V-Link protection (a minidisk access control mechanism) to ensure that only authorized users can gain access.

It is requested that the component ADP Control Officer forward sensitive minidisk lists to CSG, 2D0109 Headquarters, by 30 September 1985. The SAB/CSG team will then contact the component ADP Control Officers, in a systematic manner, and schedule a meeting.

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